



## DODGE COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES

Policy	Approval Date: 11/3/2020
Policy Title <b>Special Assignments</b>	Effective Date: 5/5/2021
	Revision Date(s): 5/5/2021

### **Sheriff's Office**

1. Employees who are assigned as Corrections Training Officer and Communications Training Officer (CTO) will receive an additional one dollar and twenty five cents (\$1.25) for all hours worked as a CTO.
2. Employees who are assigned as an Intake Specialist will receive an additional fifty cents (\$0.50) for all hours worked as an Intake Specialist.
3. Employees who are assigned as a Field Training Officer (FTO) will receive an additional one dollar and twenty five cents (\$1.25) for all hours worked as a FTO.
4. SWAT Team members shall be paid three hundred (\$300.00) dollars per year for their services on this special team.

Employees assigned to a specialized unit, such as SWAT, CIT, Fatal Vision, K-9, Cadet Advisors, Community Outreach, Victim Impact Panel, Instructors, Citizens Academy, Interdiction, Rec Patrol, Honor Guard, Town Liaisons, or Fair, shall be subject to the following provisions when performing work in the specialized unit assignment. With approval of a supervisor, the employee shall adjust the employee's work schedule to accommodate work related to the specialized unit assignment so that work can be performed at straight time. Response to an activation of the specialized unit for an emergency call-in shall be at the overtime rate if the employee is not scheduled to work or flexing the work schedule to accommodate work related to the specialized unit assignment. With approval of a supervisor, specialized unit assignment work may be performed outside of scheduled work time at straight time (provided all FLSA overtime laws are followed). All training time pertaining to the specialized unit assignment shall be at straight time. Hours worked shall continue to be subject to overtime under applicable law for hours worked in excess of 171 hours in a 28 day work period for those positions classified under the 7(k) exemption or over 40 hours in a work week for all other hourly employees.

Please refer to the Sworn Union Contract for Sworn Union Employees.

### **Highway Department**

1. Highway non-exempt employees assigned to work on roads where the speed limit is 65MPH will receive hazardous pay equal to one dollar (\$1.00) per hour for actual hours worked in the hazardous speed zone.

2. Highway Maintenance Technicians operating E1 equipment will receive dollar fifty (\$1.50) per hour in addition to their regular rate of pay for actual hours operating E1 equipment.

E1 Equipment: Excavator, Grader, Dozer, Paver, Paver Rollers, Centerliner, Shoulder Machine, Digger Derrick.

3. When a Highway Maintenance Technician is assigned to control a crew of 3 or more employees, the Lead will receive an additional two dollars (\$2.00) per hour for actual hours worked as a Foreman.
4. Employees who work an entire shift as a Relief Superintendent will receive an additional five dollars (\$5.00) per hour with an additional one (1) hour of overtime at the employee's base rate of pay.